

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**  
**HOLLYWOOD MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION**  
**COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK**

Hollywood Mental Health Clinic is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry and flexibility.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures that all reports are turned in by due date, alerting supervisor of missing logs or reports.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assists program staff to complete periodic assignments requiring data collection, creation of new forms, processing supply requests, maintaining inventory spreadsheets, etc.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Processing Medical Records requests.
- Obtains additional information needed for completion of final material.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Ability to multitask

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before June 11, 2012.

For Additional Information Please Contact:  
Paul Sacco (323) 769-6183  
Janette Darbinyan (323) 769-6194

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**1224 N. Vine Street, Hollywood, CA 90038**

**AN EQUAL OPPORTUNITY EMPLOYER**